

Appendix F**FORMS****A. General**

This Appendix is intended to familiarize the A/E with forms used by FD&CC for managing A/E and construction contracts.

B. A/E Fee Proposal Form:

This form is used for the A/E to calculate and submit their fee for the project and is available in spreadsheet format from the EIC or Contracting Officer. See Appendix F.1 for an example.

C. Construction Management Forms:

This section describes the use of the various forms to be used by A/E's and Contractors during construction administration. An Index and Copies of the actual forms are contained in Appendix F.1.

Submittal Transmittal Letter, (Form CM-04)

Division One, Section 01340, requires the contractor to transmit all submittals on this form. Information used to fill out the form is self-explanatory. Suggested practices on how to best use the form are listed below:

Table F.1: Suggested Practices for Using the Submittal Transmittal Letter

Issue:	Suggested Practice:
Submittal Numbering	Submittal Numbers should be sequential and independent of section or paragraph numbering.
Resubmittals	Resubmittals should use the sequential number assigned to the original submittal and assign a letter behind the number for each resubmission. Example; Original submittal number 103, first resubmission number 103A, second resubmission numbered 103B, etc.
Limiting Items	Each submittal should address specific items referenced back to a section and paragraph(s). Each transmittal letter should have a single item or small logical groupings. Avoid mixing section numbers and mass submissions on a single transmittal.
Contractor Review	It is the Prime Contractor's responsibility to review and sign each submittal. This review should ensure the submittals accuracy and completeness.
Variations	Any variation in the submitted item and the contract should be clearly called out on the Submittal Transmittal Letter.
Review	Each submittal should be reviewed in the shortest time frame and marked "Approved", "Disapproved", or "Approved as Noted". Any disapproved or approved as noted submittals should clearly identify the reason why the submittal was not approved. If practical, the A/E should contact the PM to discuss disapproved submittals.
Questions to the Contractor	All questions on submittals should be sent via the Project Manager.

A flow chart of the material submittal process is contained in Exhibit F.1 (A/E Submittals) at the end of this Appendix.

Submittal Log (Form CM-05):

A submittal log is used to track submittals. Appendix F.1 contains an example of a Submittal Log form. Codes to be used in the Submittal Log are contained in Table F.2 and Suggested Practices on how to use the log are contained in Table F.3.

Table F.2: Submittal Log Codes

Code:	Definition:
AS	As- Builts
CA	Calculations
CC	Certificate of Compliance
ES	Extra Stock
FT	Field Test
MD	Manufacturer's Data
NR	Name/Factory Authorized Representative
NT	Notification
OM	Operations and Maintenance Manuals
PP	Work Plan/Procedure
PC	Pre-Construction
QA	Quality Assurance
RD	Record
SA	Sample
SD	Shop Drawing
SI	Installed Sample/Mockup
SV	Survey
TD	Test Data
WA	Warranty

Table F.3: Requirements for Using the Submittal Log (CM-05)

Issue:	Requirements:
Format	All Submittal Logs may be submitted as an Excel or Access document.
Tracking Submittals	The submittal log tracks submittals and with calculation, filter and sort capabilities available on the software packages can focus on specific groupings such as late submittals, specific reviewers, specification sections, types of submittals, etc.
Use as an As-Built	The Submittal Log shall be updated and submitted by the contractor along with each payment request. The purpose of this submission is to elevate the need and requirement of complete submittals and to ensure the contractor's intentions match the contract requirements.
Used for Site Control	The COR can use the Submittal Log to verify the accuracy of field records and ensure products and systems being installed have been approved.
Combining Submittal Log with Testing Log	Because of the filter and sort capabilities on the software the Submittal Log can be combined with the Testing Log.

Design Clarification Request (Form CM-06):

Division One, Section 01040 identifies Form CM-06, Design Clarification Requests as the vehicle to identify and track contractors, field, and/or design clarifications. DCRs may also be called Request for Information (RFI) within the industry.

DCRs may be developed at any level, but should always be processed through the COR and PM. A Flow Chart showing the DCR process is contained in Exhibit F.2 at the end of this Appendix. The objective of a DCR is to clarify the design at the lowest level in the most efficient manner. DCRs may be answered by the COR, PM, EIC, A/E or any of the design engineers. Suggested Practices for using DCRs are provided in Table F.4.

Table F.4: Requirements for Using Design Clarification Requests (CM-06)

Issue:	Requirements:
Content	A DCR shall be complete self-contained and if necessary include any sketches, drawings, cut-sheets, etc. to clearly identify the clarification being sought.
Question	Each DCR should have a single clear and concise clarification request. This request should not be limited to the design, but to any issue that may arise during construction. Whenever possible make references directly to specification or drawings.
Answer	All answers should also be clear and concise and should not alter the contract requirements. If the DCR identifies an error or omission, immediately notify the PM to determine the limits and content of the fix. DCRs may be used as the basis for modifications to the contract via a Contract Modification Request (CMR).
Numbering	All numbers shall be assigned sequentially by the COR only.
Tracking	The contractor, COR, and PM should each have a log.
Review	The project superintendent shall review and sign or initial all DCRs prior to submitting them to the COR. The COR shall answer any DCRs that can be answered at the field level or ensure the clarity of the request prior to forwarding it to the PM. The PM may then answer or disseminate the DCR to the appropriate party for answering.
Substitutions for Material	DCRs are not to be used to fulfill submittal requirements or to request substitutions or waiver's to the contract.

Design Clarification Request Log (Form CM-07):

Individual DCR Logs should be managed by the contractor, COR, PM and A/E. An example of a DCR Log form is contained in Appendix F.1. A spreadsheet may also be used.

Explanation to Prospective Bidders (CM-17)

This form shall be used to document Bidder's Questions. (Maintained by KO).

Bidder's Question Log (CM-18)

This form shall be used to log and track bidder's questions and answers. A copy of all questions and answers should be provided to all bidders prior to bid opening. (Maintained by KO).

Punch List (Form CM-22)

Division One Section 01700, *Contract Closeout*, defines the use of a Punch List. The Punch List is the final work list generated at the Final Inspection. Suggested Practices for its use are contained in Table F.5

Table F.5: Requirements for the Punch List

Issue:	Requirements:
Final Inspection	The punch list shall be compiled during the Final Inspection. The inspection party should fill out their inspection results on the Punch List Form and deliver the same to the PM at the conclusion of the inspection.
Delivering List to Contractor	The Punch List shall be delivered to the contractor in draft form immediately after the Final Inspection. The official list should be sent to the contractor as soon as possible via a letter from the KO.
Preparing the Official List	The official punch list shall be developed from the inspection reports developed during the final inspection and all outstanding Non-Compliance Reports. When developing the list the PM should take care to ensure that all items on the list are included in the contract or any subsequent contract modifications.
Checking Items Off	It is the COR's responsibility to follow-up and check-off items on the punch list.
Retainage	Generally money will be retained to cover the value of the punch list. This value should be computed as the cost to have another contractor perform the work on the punch list. This may not correlate to the contractor's schedule of values.
Non-Compliance Lists	The Punch List is generated at the Final Inspection or at inspection limited to specific area of work as defined by the contract. All other formal and informal inspections should generate Non-Compliance Lists.

Final Inspection Interiors Checklist (Form CM-23)

This optional form is used as a checklist for the Final Inspection.

*Contractor Prepares
Submittal*

Contractor

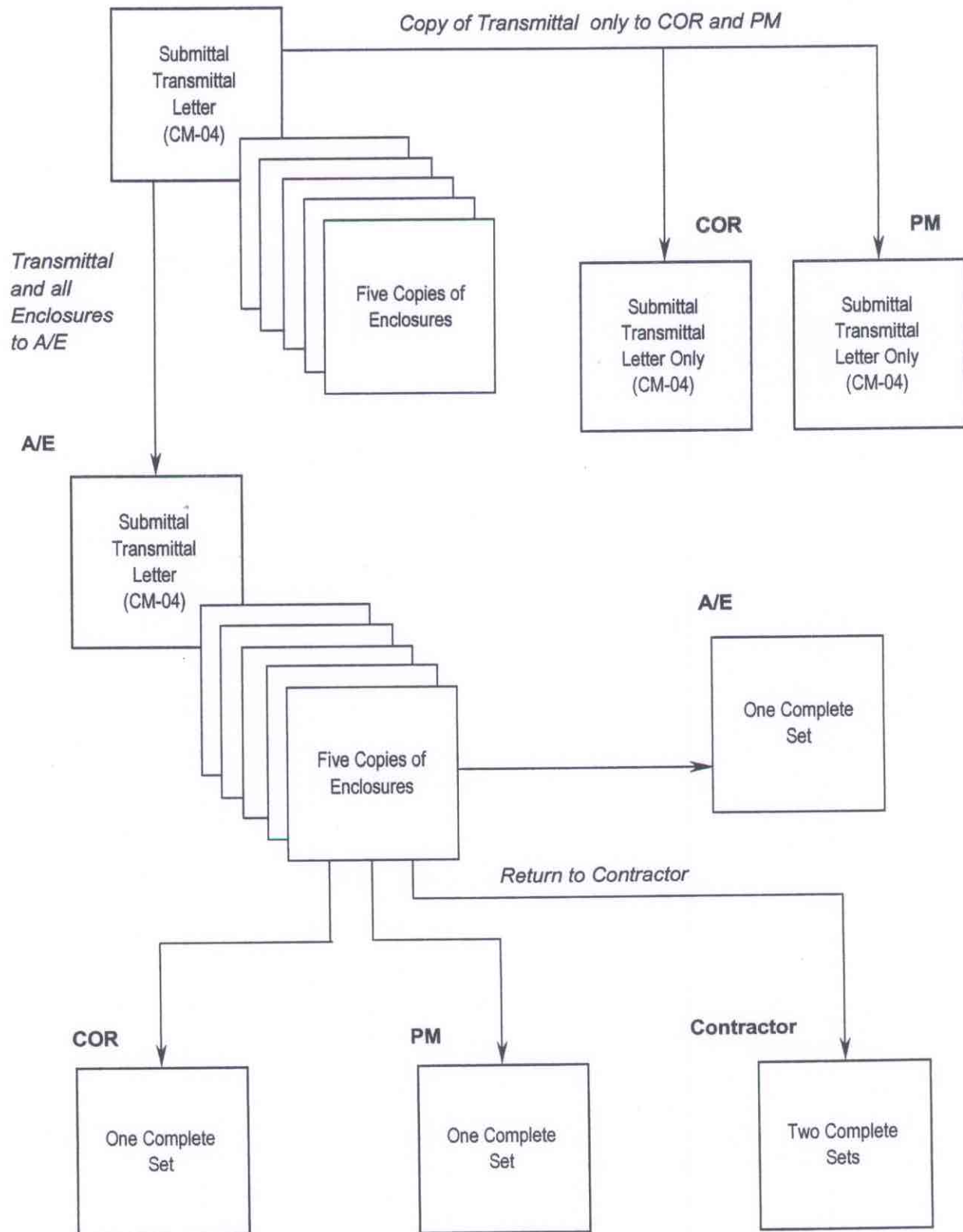


Exhibit F.1 Submittal Process (A/E)

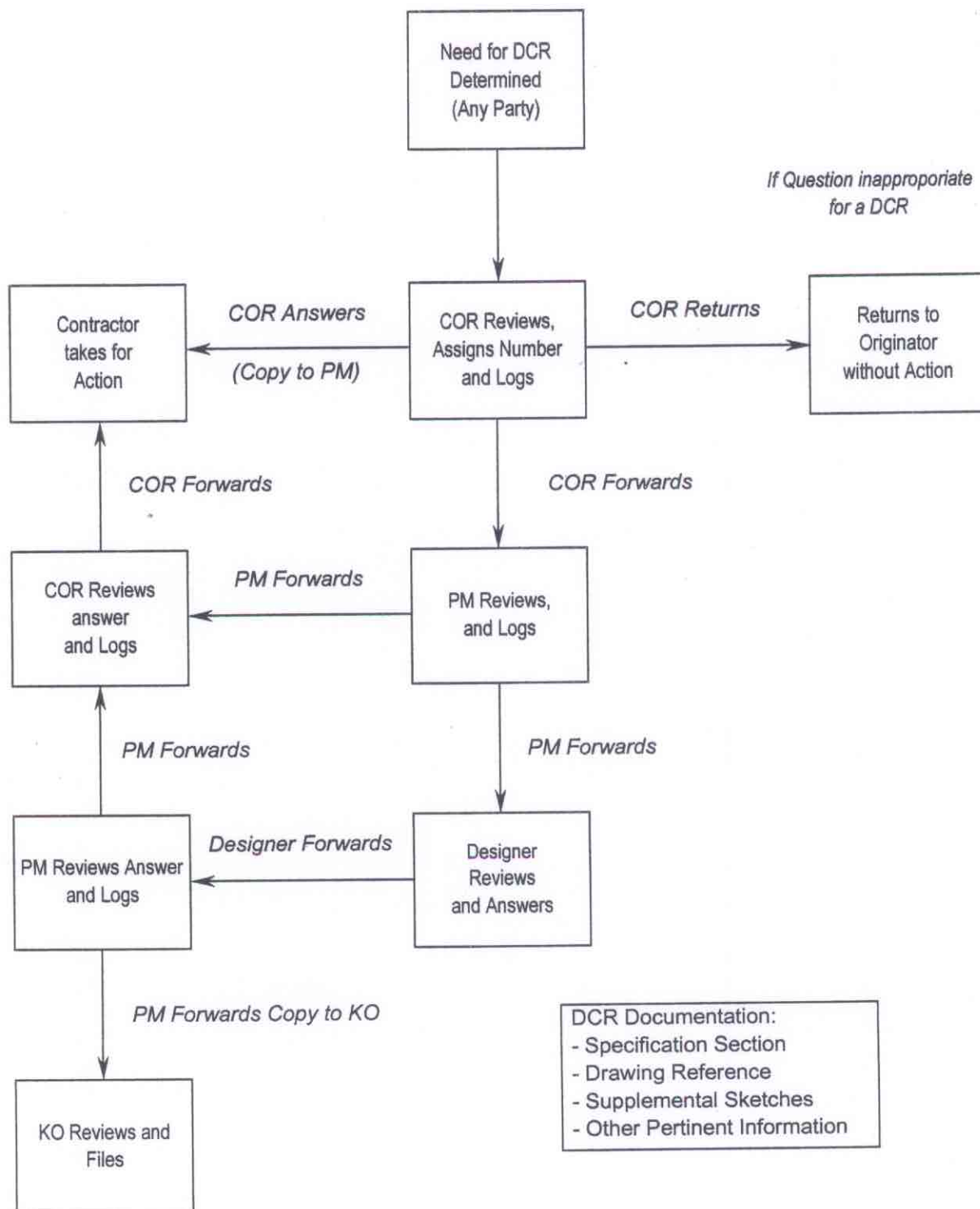


Exhibit F.2 Design Clarification Request Process

APPENDIX F.1 SAMPLE FORMS

Exhibit F.1.1 – A/E Fee Proposal Form

The A/E fee proposal form is used for the A/E to submit their proposal to the Contracting Officer. A copy is included in this appendix.

A-E FIRM:	CONSULTANT'S NAMES STRUCT:	PROJ. NO.
LOCATION:		DATE OF ESTIMATE:
PROJ TITLE:		ELEC:
PROJECT LOCATION:	MECH:	ECCP
	CIVIL:	

SECTION A: DESIGN SERVICES SUMMARY

SECTION A: DESIGN SERVICES SUMMARY										
		TOTAL SHTS		RATE	PHASE I		PHASE II		TOTAL DESIGN	
		PHI	PHII		HRS	COST	HRS	COST	HRS	COST
1. PROJECT MANAGER		0	0		0	\$0	0	\$0	0	\$0
2. LANDSC	L ARCHITECT	0	0		0	\$0	0	\$0	0	\$0
	DRAFTSPERSON				0	\$0	0	\$0	0	\$0
3. ARCH	ARCHITECT	0	0		0	\$0	0	\$0	0	\$0
	DRAFTSPERSON				0	\$0	0	\$0	0	\$0
4. CIVIL	CIVIL	0	0		0	\$0	0	\$0	0	\$0
	DRAFTSPERSON				0	\$0	0	\$0	0	\$0
5. STRUCT	ENGINEER	0	0		0	\$0	0	\$0	0	\$0
	DRAFTSPERSON				0	\$0	0	\$0	0	\$0
MECH	ENGINEER	0	0		0	\$0	0	\$0	0	\$0
	DRAFTSPERSON				0	\$0	0	\$0	0	\$0
7. ELEC	ENGINEER	0	0		0	\$0	0	\$0	0	\$0
	DRAFTSPERSON				0	\$0	0	\$0	0	\$0
8. SPEC	WRITER						0	\$0	0	\$0
	TYPIST						0	\$0	0	\$0
9.						\$0		\$0	0	\$0
						\$0		\$0	0	\$0
10. TOTAL DIRECT LABOR						\$0		\$0		\$0
OVERHEAD		X	\$	0		\$0		\$0		\$0
11. TOTAL DIRECT LABOR AND OVERHEAD						\$0		\$0		\$0
PROFIT		X	\$	0		\$0		\$0		\$0
12. TOTAL DIRECT LABOR & OH & PROFIT						\$0		\$0		\$0
TOTAL FEE FOR DESIGN SERVICES (Phase I + Phase II)										\$0

SECTION B: ENGINEERING SERVICES SUMMARY			COSTS	
ITEM			PHASE I	PHASE II
1. Conceptual Design Study	(from sheet 8)		\$0	
2. Cost Estimating	(from sheet 9)		\$0	\$0
3. Soil Mechanics	(from sheet 9)		\$0	
4. Surveys	(from sheet 10)		\$0	
5. Engineering Study	(from sheet 10)		\$0	
6. Field Investigation	(from sheet 11)		\$0	
7. Conferences	(from sheet 12)		\$0	\$0
8. Reproduction and mailing	(from sheet 13)		\$0	\$0
9. Interior Design	(from sheet 14)		\$0	\$0
10. Schematic Narrative	(from sheet 14)		\$0	
11. Submittal and test logs	(from sheet 14)			\$0
12. Other services				
TOTAL FEE FOR ENGINEERING SERVICES			\$0	\$0

SECTION C: CONSTRUCTION CONTRACT SUPPORT SERVICES (CCSS)					
ITEM		(from sheet 15 and 16)		COST	
1. Submittal review					\$0
2. As-Built drawings					\$0
3. Maint/operations manuals					\$0
4. Office consultation			hrly rate	\$0.00	
TOTAL FEE FOR CONSTRUCTION CONTRACT SUPPORT SERVICES					\$0

SECTION D: FIELD SUPPORT SERVICES				COST	
ITEM (from sheet 16)					
1.	Attend pre-con conference				\$0
2.	Attend final inspection				\$0
3.	Photographic services				\$0
4.	Construction inspection	hrly rate	\$0.00		
5.	Value engineering review	hrly rate	\$0.00		
6.	Field consultation	hrly rate	\$0.00		
TOTAL FEE FOR FIELD SUPPORT SERVICES					\$0

BASE AWARD: Soil, Survey, Field Inspection		(SECTION A + B)	\$0
BASE AWARD: Design, Cost Est, Conf, Repro, logs		(SECTION A + B)	\$0
OPTION I	CCSS	(SECTION C)	\$0
OPTION II	FSS	(SECTION D)	\$0
TOTAL FEE: BASIC, PLUS OPTIONS I, II & III			\$0

A-E SIGNATURE/DATE _____

EIC SIGNATURE/DATE _____

CONTRACTING OFFICER/DATE _____

SECTION A: DESIGN SERVICES	PHASE I			PHASE II		
DISCIPLINE (define all drawing sheets)	# OF SHTS	PRO HRS	SUB-PRO HRS	# OF SHTS	PRO HRS	SUB-PRO HRS
A.1. PROJECT MANAGER:						

A.2. LANDSCAPE ARCHITECT:						
TOTAL LANDSCAPE ARCH. (Enter on Sheet 1)	0	0	0	0	0	0

A.3. ARCHITECTURAL:						
TOTAL ARCHITECTURAL (Enter on Sheet 1)	0	0	0	0	0	0

SECTION A: DESIGN SERVICES (CON'T)		PHASE I			PHASE II		
DISCIPLINE (define all drawing sheets)		# OF SHTS	PRO HRS	SUB-PRO HRS	# OF SHTS	PRO HRS	SUB-PRO HRS
A.4. CIVIL:							
TOTAL CIVIL (Enter on Sheet 1)		0	0	0	0	0	0
A.5. STRUCTURAL:							
TOTAL STRUCTURAL (Enter on Sheet 1)		0	0	0	0	0	0

SECTION A: DESIGN SERVICES (CONT)	PHASE I			PHASE II		
DISCIPLINE (define all drawing sheets)	# OF SHTS	PRO HRS	SUB-PRO HRS	# OF SHTS	PRO HRS	SUB-PRO HRS
A.6. MECHANICAL:						
TOTAL MECHANICAL (Enter on Sheet 1)	0	0	0	0	0	0
A.7. ELECTRICAL:						
TOTAL ELECTRICAL (Enter on Sheet 1)	0	0	0	0	0	0

SECTION A: DESIGN SERVICES (CON'T)		PHASE II		
A.8. SPECIFICATIONS/REPORT WRITERS		# OF SECT	PRO HRS	SUB-PRO HRS
DIV 1. GENERAL REQUIREMENTS (USCG PROVIDE/A-E REVIEW)		X		
DIV.1. SECTION 01560 (USCG PROVIDE/A-E COMPLETE)				
DIV 2. SITE WORK				
DIV 3. CONCRETE				
DIV 4. MASONRY				
DIV 5. METALS				
DIV 6. WOOD AND PLASTICS				
DIV 7. THERMAL AND MOISTURE PROTECTION				
DIV 8. DOORS & WINDOWS				
DIV 9. FINISHES				
DIV 10. SPECIALITIES				
DIV 11. EQUIPMENT				
DIV 12. FURNISHINGS				
DIV 13. SPECIAL CONSTRUCTION				
DIV 14. CONVEYING SYSTEMS				
DIV 15. MECHANICAL				
DIV 16. ELECTRICAL				
TOTAL A.8 (Enter on Sheet 1)		0	0	0

SECTION B: ENGINEERING SERVICES

B.1. CONCEPTUAL DESIGN STUDY

ITEM	# OF SHTS	PRO RATE	PRO HRS	SUB-PRO RATE	SUB-PRO HRS	TOTAL
1. DRAWINGS: (define all sheets)						
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
SUBTOTAL DRAWINGS	0		0		0	\$0

NARRATIVE	# SHTS	PRO RATE	PRO HRS	SUB-PRO RATE	SUB-PRO HRS	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
SUBTOTAL NARRATIVE	0		0		0	\$0

TOTAL CONCEPTUAL DESIGN STUDY: (Enter on Sheet 2)

\$0

SECTION B: ENGINEERING SERVICES (CONT'D)

B.2 COST ESTIMATING	PHASE I			PHASE II		
	HRS	RATE	COST	HRS	RATE	COST
ESTIMATOR						
PRO			\$0			\$0
SUB-PRO			\$0			\$0
			\$0			\$0
TOTAL PHASE I (Enter on Sheet 2)			\$0			
TOTAL PHASE II (Enter on Sheet 2)						\$0

B.3. SOIL MECHANICS	QTY	UNIT	UNIT COST	SUBTOTAL
FIELD WORK:				
GEOTECHNICAL ENGINEER				\$0
TRAVEL TIME				\$0
SITE TIME				\$0
MOB/DEMOB EQUIPMENT				\$0
NO. BORINGS _____ X _____ FT. =	0			\$0
PITS				\$0
CLEAN EQUIPMENT PER SAMPLE				\$0
LABORATORY WORK/REPORT:				
GEOTECHNICAL ENGINEER				\$0
ENVIRONMENTAL ENGINEER				\$0
REVIEW (PRINCIPAL)				\$0
DRAFTSPERSON				\$0
CLERICAL				\$0
REPORT/PRINT/BIND/MAIL (4 copies)				\$0
TESTS: (Define Below)				\$0
ATTERBERG				\$0
CBR				\$0
MECH ANALYSIS				\$0
TPH				\$0
METALS				\$0
VOC				\$0
OTHER:				
TRANSPORTATION:				\$0
				\$0
				\$0
PER DIEM				\$0
TOTAL SOILS (Enter on Sheet 2)				\$0

SECTION B: ENGINEERING SERVICES (CON'T)

B.4. SURVEYS	QTY	UNIT COST	SUBTOTAL
FIELD WORK:			
SUPERVISION			\$0
BOAT: 3 DAYS AT \$300 PER DAY			\$0
RESEARCH			\$0
_____ MAN CREW @ _____ DAYS =	0		\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
REPORT/DRAWINGS:			
PRINTS/ MYLARS/ DISKETTES			\$0
ENGINEER			\$0
DRAFTSPERSON			\$0
CLERICAL			\$0
			\$0
OTHER:			
TRANSPORTATION:			\$0
			\$0
			\$0
PER DIEM			\$0
TOTAL SURVEYS (Enter on Sheet 2)			\$0

B.5 ENGINEERING STUDY			
ITEM/DISCIPLINE	HOURS	RATE	TOTAL
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL ENGINEERING STUDY (Enter on Sheet 2)			\$0

SECTION B: ENGINEERING SERVICES (CON'T)

B.6 FIELD INVEST.		COST/ DAY	MAN DAY	SUB TOTAL
PROJECT MANAGER	TRAVEL TIME	\$0.00		\$0
	ON SITE TIME	\$0.00		\$0
ARCHITECT	TRAVEL TIME	\$0.00		\$0
	ON SITE TIME	\$0.00		\$0
CIVIL	TRAVEL TIME	\$0.00		\$0
	ON SITE TIME	\$0.00		\$0
STRUCTURAL	TRAVEL TIME	\$0.00		\$0
	ON SITE TIME	\$0.00		\$0
MECHANICAL	TRAVEL TIME	\$0.00		\$0
	ON SITE TIME	\$0.00		\$0
ELECTRICAL	TRAVEL TIME	\$0.00		\$0
	ON SITE TIME	\$0.00		\$0
	TRAVEL TIME			\$0
	ON SITE TIME			\$0
	TRAVEL TIME			\$0
	ON SITE TIME			\$0
SUBTOTAL				\$0

	COST	QTY	SUB TOTAL
TRANSPORTATION:			\$0
			\$0
			\$0
			\$0
			\$0
PER DIEM:			\$0
			\$0
			\$0
SUBTOTAL			\$0

TOTAL FIELD INVESTIGATIONS (Enter on Sheet 2)

\$0

SECTION B: ENGINEERING SERVICES (CONT'D)			MANDAYS				TOTAL COST	
B.7 CONFERENCES		COST/ DAY	PHASE I		PHASE II		PHASE I	PHASE II
			CONCPT	DQR	CDR	FINAL		
PROJ.	TRAVEL TIME	\$0.00					\$0	\$0
MGR.	ON SITE TIME	\$0.00					\$0	\$0
ARCH	TRAVEL TIME	\$0.00					\$0	\$0
	ON SITE TIME	\$0.00					\$0	\$0
CIVIL	TRAVEL TIME	\$0.00					\$0	\$0
	ON SITE TIME	\$0.00					\$0	\$0
STRUCT	TRAVEL TIME	\$0.00					\$0	\$0
	ON SITE TIME	\$0.00					\$0	\$0
MECH	TRAVEL TIME	\$0.00					\$0	\$0
	ON SITE TIME	\$0.00					\$0	\$0
ELEC	TRAVEL TIME	\$0.00					\$0	\$0
	ON SITE TIME	\$0.00					\$0	\$0
	TRAVEL TIME						\$0	\$0
	ON SITE TIME						\$0	\$0
	TRAVEL TIME						\$0	\$0
	ON SITE TIME						\$0	\$0
SUBTOTAL							\$0	\$0

	COST	QTY CONCPT	QTY DQR	QTY CDR	QTY FINAL	PHASE I COST	PHASE II COST
TRANSPORTATION:						\$0	\$0
						\$0	\$0
						\$0	\$0
						\$0	\$0
						\$0	\$0
PER DIEM:						\$0	\$0
						\$0	\$0
						\$0	\$0
						\$0	\$0
						\$0	\$0
SUBTOTAL						\$0	\$0

TOTAL PHASE I CONFERENCES (Enter on Sheet 2)	\$0	
TOTAL PHASE II CONFERENCES (Enter on Sheet 2)		\$0

SECTION B: ENGINEERING SERVICES (CON'T)
B.8. REPRODUCTION AND MAILING

				QTY	UNIT COST	TOTAL
***** CONCEPTUAL STUDY *****						
DRAWINGS:	SHTS X	SETS =		0		\$0
NARRATIVE: DESIGN BASIS	SHTS X	COPIES =		0		\$0
COST ESTIMATE:	SHTS X	COPIES =		0		\$0
ENGINEERING REPORT:	SHTS X	COPIES =		0		\$0
MAILING:						\$0
***** SCHEMATIC SUBMITTAL *****						
DRAWINGS:	SHTS X	SETS =		0		\$0
NARRATIVE: DESIGN BASIS	SHTS X	COPIES =		0		\$0
COST ESTIMATE:	SHTS X	COPIES =		0		\$0
ENGINEERING REPORT:	SHTS X	COPIES =		0		\$0
MAILING:						\$0
***** CORRECTED SCHEMATIC SUBMITTAL *****						
DRAWINGS:	SHTS X	SETS =		0		\$0
NARRATIVE: DESIGN BASIS	SHTS X	COPIES =		0		\$0
COST ESTIMATE:	SHTS X	COPIES =		0		\$0
ENGINEERING REPORT:	SHTS X	COPIES =		0		\$0
MAILING:						\$0

TOTAL PHASE I (CONCEPTUAL + SCHEMATIC) (Enter on Sheet 2)				\$0
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***** PROGRESS REVIEW *****						
DRAWINGS:	SHTS X	SETS =		0		\$0
SPECIFICATIONS:	SHTS X	COPIES =		0		\$0
COST ESTIMATE:						\$0
						\$0
***** 100% DESIGN *****						
DRAWINGS:	SHTS X	SETS =		0		\$0
SPECIFICATIONS:	SHTS X	COPIES =		0		\$0
COST ESTIMATE:	SHTS X	COPIES =		0		\$0
SUBMITTAL LOG:	SHTS X	COPIES =		0		\$0
CALCULATIONS						\$0
***** ORIGINALS (FIRST SUBMITTAL) *****						
DRAWINGS:	SHTS X	SETS =		0		\$0
SPECIFICATIONS:	SHTS X	COPIES =		0		\$0
COST ESTIMATE:	SHTS X	COPIES =		0		\$0
SUBMITTAL LOG:	SHTS X	COPIES =		0		\$0
ORIG. MYLAR PLOTTINGS:	SHTS X	1 SET =		0		\$0
ORIG. PRINTED SPECIFICATIONS:	SHTS X	1 COPY =		0		\$0
CAD DISKS:						\$0
CALCULATIONS:						\$0

TOTAL PHASE II (PROG. + 100% + ORIGINALS) (Enter on Sht. 2)				\$0
--	--	--	--	-----

SECTION B: ENGINEERING SERVICES (CON'T)
B.9. INTERIOR DESIGN

		RATE		PHASE I		PHASE II		TOTL DESIGN	
ITEMS	TOTAL SHTS	PRO	SUB PRO	HRS	COSTS	HRS	COSTS	HRS	COSTS
FURNITURE PLAN					\$0		\$0	0	\$0
					\$0		\$0	0	\$0
PRESENTATION BOARD, FURNITURE					\$0		\$0	0	\$0
					\$0		\$0	0	\$0
PRESENTATION BOARD, ARCH COLOR					\$0		\$0	0	\$0
					\$0		\$0	0	\$0
CATALOG CUTS					\$0			0	\$0
BUDGET ESTIMATE					\$0			0	\$0
FURNITURE LIST					\$0			0	\$0
PROCUREMENT DOCUMENTS							\$0	0	\$0
							\$0	0	\$0
					\$0		\$0	0	\$0
					\$0		\$0	0	\$0
TOTAL INTERIOR DESIGN (Enter Sheet 2 Line B.9)				PH I	\$0	PH II	\$0	TOTL	\$0

	RATE		SCHEMATIC NARRATIVE				SUBMITTAL LOGS			
B.10. SCH NAR B.11. SUB/TST LOGS	PRO	SUB PRO	NO. OF PAGES	PRO HRS	SUB PRO HRS	TOTAL COST	NO. SPEC	PRO HRS	SUB PRO HRS	TOTAL COSTS
LANDSCAPE	\$0.00	\$0.00				\$0				\$0
ARCH	\$0.00	\$0.00				\$0				\$0
CIVIL	\$0.00	\$0.00				\$0				\$0
STRUCT	\$0.00	\$0.00				\$0				\$0
MECH	\$0.00	\$0.00				\$0				\$0
ELEC	\$0.00	\$0.00				\$0				\$0
						\$0				\$0
						\$0				\$0
						\$0				\$0
						\$0				\$0
						\$0				\$0
						\$0				\$0
TOTAL SCHEM NARRATIVE (Enter on Sheet 2)						\$0				
TOTAL SUBMITTAL LOGS (Enter on Sheet 2)										

SECTION C: CONSTRUCTION CONTRACT SUPPORT SERVICES

C.1. SUBMITTAL REVIEW		NO. SHTS	PRO HRS	PRO HRLY RATE	SUB HRS	SUB HRLY RATE	SUBTOTAL
SUBMITTAL/SHOP DRAWING REVIEW:	LANDSCAPE			\$0.00		\$0.00	\$0
	ARCHITECTURAL			\$0.00		\$0.00	\$0
	CIVIL			\$0.00		\$0.00	\$0
	STRUCTURAL			\$0.00		\$0.00	\$0
	MECHANICAL			\$0.00		\$0.00	\$0
	ELECTRICAL			\$0.00		\$0.00	\$0
							\$0
PRICE SCHEDULE REVIEW							\$0
NETWORK ANALYSIS REVIEW							\$0
							\$0
TOTAL (Enter on Sheet 2)							\$0

C.2 AS-BUILT DRAWINGS		NO. SHTS	PRO HRS	PRO HRLY RATE	SUB HRS	SUB-PRO RATE	SUBTOTAL
LANDSCAPE ARCHITECTURAL CIVIL STRUCTURAL MECHANICAL ELECTRICAL				\$0.00		\$0.00	\$0
				\$0.00		\$0.00	\$0
				\$0.00		\$0.00	\$0
				\$0.00		\$0.00	\$0
				\$0.00		\$0.00	\$0
				\$0.00		\$0.00	\$0
TOTAL (Enter on Sheet 2)							\$0

C.3 MAINT & OPER MANUALS		PRO HOURS	PRO HRLY RATE	SUB HRS	SUB-PRO RATE	SUBTOTAL
a. Manual Review:	PROJECT MANAGER		\$0.00			\$0
	MECHANICAL		\$0.00		\$0.00	\$0
	ELECTRICAL		\$0.00		\$0.00	\$0
						\$0
SUBTOTAL MAINT & MANUALS						\$0
b. Inst to CG Personnel discipline:	travel time					\$0
	on site time					\$0
						\$0
	discipline:	travel time				\$0
	on site time					\$0
						\$0
	discipline:	travel time				\$0
	on site time					\$0
						\$0
						\$0
						\$0
						\$0
TRANSPORTATION:						\$0
						\$0
PER DIEM:						\$0
SUBTOTAL						\$0
TOTAL MAINTENANCE AND OPERATING MANUALS (Enter on Sheet 2)						\$0

SECTION C: CONSTRUCTION CONTRACT SUPPORT SERVICES

C.4 OFFICE CONSULTATION PROFESSIONAL RATE

SECTION D: FIELD SUPPORT SERVICES

D.1 PRE-CON CONFERENCE D.2 FINAL INSPECTION		PRE-CON CONFERENCE			CONSTRUCTION + FINAL INSPECTION		
		MD	RATE	COST	MD	RATE	COST
DISCIPLINE:	TRAVEL TIME			\$0			\$0
	ON SITE TIME			\$0			\$0
DISCIPLINE:	TRAVEL TIME			\$0			\$0
	ON SITE TIME			\$0			\$0
DISCIPLINE:	TRAVEL TIME			\$0			\$0
	ON SITE TIME			\$0			\$0
DISCIPLINE:	TRAVEL TIME			\$0			\$0
	ON SITE TIME			\$0			\$0
DISCIPLINE:	TRAVEL TIME			\$0			\$0
	ON SITE TIME			\$0			\$0
DISCIPLINE:	TRAVEL TIME			\$0			\$0
	ON SITE TIME			\$0			\$0
DISCIPLINE:	TRAVEL TIME			\$0			\$0
	ON SITE TIME			\$0			\$0
DISCIPLINE:	TRAVEL TIME			\$0			\$0
	ON SITE TIME			\$0			\$0
TRANSPORTATION:		QTY	RATE	COST	QTY	RATE	COST
				\$0			\$0
				\$0			\$0
				\$0			\$0
				\$0			\$0
PER DIEM				\$0			\$0
				\$0			\$0
				\$0			\$0
TOTAL PRE-CON CONFERENCE (Enter on Sht 3)				\$0			
TOTAL FINAL INSPECTION (Enter on Sheet 3)							\$0

D.3 PHOTOGRAPHIC SERVICES	HRS	RATE	COST
			\$0
			\$0
			\$0
			\$0
TOTAL PHOTOGRAPHIC SERVICES (Enter on Sheet 3)			\$0

D.4 CONSTRUCTION INSPECTION - PROFESSIONAL RATE	
D.5 VALUE ENGINEERING REVIEW - PROFESSIONAL RATE	
D.6 FIELD CONSULTATION - PROFESSIONAL RATE	

Table F.1.1: Index of Construction Management Forms

Form	Form Title	Type		
		Blank Form	Automated Form	Spreadsheet
CM-01 CM-01A CM-01B	COR's Daily Progress Report Instructions for CM-01 Continuation Sheet for CM-01	X	X	
CM-02 CM-02A	COR's Weekly Progress Report Continuation Sheet for CM-02	X	X	
CM-03	Contractor's Daily Progress Report	X	X	
CM-04	Submittal Transmittal Letter	X	X	
CM-05	Submittal Log	X		X
CM-06	Design Clarification Request	X	X	
CM-07	Design Clarification Request Log	X		X
CM-08	Testing Report	X	X	
CM-09	Testing Log	X		X
CM-10	Field Adjustment Record	X	X	
CM-11	Field Adjustment Log	X		X
CM-12	Notice of Non-Compliance	X	X	
CM-13	Non-Compliance Check-Off List	X		X
CM-14	Daily Time & Material Report	X	X	
CM-15	Order to Suspend or Resume Work	X	X	
CM-16	Constructibility Review Checklist	X	X	
CM-17	Explanation to Prospective Bidders	X	X	
CM-18	Bidder's Question Log	X		X
CM-19	Initial Project Data	X	X	
CM-20	Trip Report	X	X	
CM-21 CM-21A CM-21B	CQC Daily Progress Report Instructions for CM-18 Continuation Sheet for CM-18	X X X	X X X	
CM-22	Punch List	X	X	
CM-23	Final Inspection Checklist	X	X	
CM-24	Project Closeout Checklist	X		
CM-25	Project Cost Summary for Capitalization of AC&I Projects	X	X	
CM-26	Project Cost Summary for Capitalization of OE Projects	X	X	

"**Bold**" Items are referenced in the guide and samples are included on the following pages.

SPECIFICATION SECTION

CONTRACT NO. DTCG50-		SUBMITTAL NO. <input type="text"/>		NEW SUBMITTAL OR PREVIOUS SUBMITTAL NUMBER	
CONTRACTOR:		REVIEWED & APPROVED BY CONTRACTOR:			DATE:
Paragraph Number	Description of Materials	Type	Approved	Disapproved	Approved As Noted
Contractor Comments: <i>Pusuant to Section 1300 of the Technical Specifications and FAR 52.236-21, through submission of this request the contractor certifies that the product/item offered is in compliance with the contract, except as follows: (Specify variances)</i>					
Reviewers Comments:					
TYPED NAME		SIGNATURE		DATE	